

## **POSITION DESCRIPTION**

Coordinator for the Yellowstone River Conservation District Council

**Position:** Yellowstone River Conservation District Council Coordinator

**Accountable to:** Custer County Conservation District and Yellowstone River Conservation District Council (Council)

**Location:** The Council is headquartered in Billings, Montana

**Position Purpose:** The Council, made up of thirteen conservation districts and a representative from Montana Association of CDs, was formed to provide leadership, assistance, and guidance for the wise use and conservation of the Yellowstone River's natural resources. The Coordinator is an employee of the Custer County Conservation District assigned to provide coordination services to the Council, of which the Custer County Conservation District is a member.

The purpose of this position is to assist the Council achieve its overall objective of local participation in the management and conservation of the Yellowstone River. The Coordinator helps plan, and, at the Council's request:

- Serves as Project Manager for a multi-year, multi-disciplinary river-wide study with the US Army Corps of Engineers.
- Serves as facilitator at Council and committee meetings.
- Assists the Council in developing and implementing work plans.
- Researches funding sources and prepares grant proposals.
- Generates and disseminates correspondence, news releases, advertisements, and educational materials.
- Prepares reports and other documentation of Council meetings.
- Assembles meetings and conferences with interested stakeholders, including local, state, and federal agencies, landowners, interest groups, and elected officials.
- Formulates and executes an evaluation process in conjunction with the Council's committees to confirm program goals and objectives are being met in an efficient and cost effective manner.
- Coordinates with the Council's constituent and technical advisory bodies.
- Supervises the Council's Project Assistant.

**Supervision Received:** The Council meets monthly, usually in Billings, to review progress, make decisions, and refine and revise goals and objectives. The Coordinator must act independently with limited guidance from the Council. The Coordinator is responsible for gathering input and direction from the Council, but makes decisions about how to proceed with the work plan.

The Coordinator is accountable to the Custer County Conservation District and the Council for all activities and expenses. However, in executing the duties described herein, the Coordinator will report to and coordinate with the Council chair. The Coordinator is free to act on internal administrative office matters, but has externally imposed controls from the Council, applicable rules, laws, policy, procedures, and direction from the Council chair. The Coordinator will routinely solve internal administrative problems that arise on a daily basis and will solve problems beyond this level on consultation with Council members and the Council chair.

**Clientele:** In order to further the Council's goals and objectives, the Coordinator has frequent oral and written communications with members of the Council, local, state, and federal government employees and elected officials, conservation districts and their administrators, landowners and stakeholders on the Yellowstone River, the general public, and members of the academic community. The Coordinator will maintain at least weekly contact with the Council chair and Custer County Conservation District to communicate work schedules.

**Principle Responsibilities, Tasks, and Performance Indicators:** The general duties and responsibilities of the Coordinator shall include, but are not limited to, the following:

1. Serves as Project Manager for a multi-year, multi-disciplinary river-wide study with the US Army Corps of Engineers:
  - Provides overall project management responsibilities for the study.
  - Manages Council grants, ensuring budgets, timelines, deliverables, in-kind match, and reporting requirements are met.
  - Issues and administers grants for subcontracted work, including budgets, timelines, and deliverables.
  - Works closely with the Council, Corps, advisors, and contractors to ensure progress of the study.
  - Communicates with members of Congress to support study funding and to report progress.
2. Coordinates the administrative affairs of the Council:
  - Organizes meetings, arranges for speakers, sets agendas, and organizes reports to obtain cooperation, secure technical assistance, or other input necessary to further the Council's goals and objectives.
  - Drafts policies, procedures, agreements, and correspondence from information and guidelines provided by the Council for approval at Council meetings.
  - Initiates and receives communications with clientele to obtain or clarify information necessary to complete work assignments in support of the Council and respond to client inquiries.

- Organizes and maintains office layout and equipment as necessary to provide efficient administration of office. Recommends supplies, equipment, and support staff expenditures.
- Drafts budgets from information provided by the Council and subcommittees for approval at Council meetings and monitors budgets providing status reports at meetings.
- Attends conservation district and other meetings to provide updates on Council objectives, study progress, and plans.

3. Develops, implements, and documents work plans:

- Solicits information from the Council's committees to help identify potential areas of investigation on the river.
- Communicates recommendations of the Council's committees to the Council for consideration. Serves as a liaison between Council and its committees. May be required to keep a record of committee meeting activities and recommendations and report on them to the Council.
- Enters documents and work plans into the information research center/web site.
- Initiates the implementation of the Council's work plan, which may include securing landowner permission, soliciting requests for proposals, drafting contracts, developing and maintaining a web site, coordinating technical support, conducting literature searches, or compiling baseline information.
- Helps the Council develop plans to implement projects that maintain, improve, enhance, or otherwise benefit the Yellowstone River through existing programs such as EQIP or PL 556, or through new programs.

4. Researches funding sources and prepares grant proposals and reports:

- Identifies funding sources through private, local, state, or federal funding sources to implement Council projects or studies.
- Writes grant proposals to meet the Council's funding needs.
- Monitors financial expenditures and generates progress reports according to the stipulations set forth in the Council's grants.
- Organizes fund raising efforts and events.
- Maintains communication with legislators to gather support for funding projects, the Council's administrative costs, and for the state's 25 percent share of the study costs.

5. Generates and disseminates correspondence, news releases, advertisements, and educational materials:

- In cooperation and coordination with individual conservation districts, plans and conducts tours of the river or Council projects to educate individuals and organizations on relevant river issues.

- With Council chair guidance and approval, develops news releases, notices, and advertisements to inform the public of the Council's activities and opportunities to participate in meetings or other educational efforts.
  - Develops educational materials for schools, local organizations, conservation districts, landowners, and presents it in a meaningful manner.
  - Answers requests for information in written and verbal formats.
6. Formulates and coordinates the evaluation process in cooperation with the Council's committees to confirm program goals and objectives are being met in an efficient and cost effective manner.
- Reviews at least quarterly the Council's recently completed and ongoing investigations and projects and evaluates for timeliness, efficiency, and cost.
  - Documents and disseminates reports reflecting the review criteria to all participating and requesting entities and the Council membership.
  - In cooperation with the Council's committees, reviews timetables, budgets, and methods to ensure projects are meeting the Council's standards, recommending remedial action where necessary.
7. Coordinates with the Council's constituent and technical advisory bodies:
- Coordinates efforts of the Council's Resource Advisory Committee (RAC), a 16 member constituent advisory body and the Technical Advisory Committee (TAC), a 7 member technical advisory body, to achieve the council goals.
8. Supervises the Council's Project Assistant:
- Provide guidance for and oversight of the Council's Project Assistant. The PA is part time, and performs these functions with input from the Coordinator: secures meeting space, advertises meetings, prepares and distributes materials for the Council, RAC, and TAC meetings, prepares minutes of the RAC meetings, responds to requests for information on the Council and RAC.
9. Performs other duties from time to time at the discretion of the Council.

**Nature and Scope (knowledge, abilities, and skills):**

Required:

- Four years experience in project management or equivalent experience (especially state and federal contracts) in an environment that required the ability to apply principles of grant and technical writing, planning, public

- relations skills, interpretation and application of policy, rules and regulations, working with diverse clientele, managing multiple project goals and multiple study or investigations, and bringing complex problems to successful resolution.
- Bachelor's degree (or equivalent experience) in a natural resource, public administration, or related field, with a preference for a natural resources background.
  - Demonstrated grant-writing skills.
  - Excellent communication skills.
  - Excellent computer skills.
  - Excellent interpersonal skills.

**Desirable:**

- Strong knowledge of river resources management issues.
- Good understanding of Conservation District's role in river resource management.
- Experience with watershed-type organizations.

Day travel and occasional overnight travel may be required.

**Compensation:**

Salary: \$40,000 plus benefits

**Benefits:**

- Paid state holidays
- Vacation and sick leave
- Health care stipend

**To Apply:**

Applications will be accepted until the position is filled. You may mail, fax, or email a cover letter explaining your interest and qualifications, with resume and three references to:

Yellowstone River Conservation District Council  
ATTN: Kelly Gilbertson  
1371 Rimtop Drive  
Billings, MT 59105  
Fax: 406-247-4429  
Email: [kgilbertson@mt.gov](mailto:kgilbertson@mt.gov)

Information about the Council can be viewed at  
[www.dnrc.mt.gov/cardd/yellowstonerivercouncil/default.asp](http://www.dnrc.mt.gov/cardd/yellowstonerivercouncil/default.asp)